

LAW CLERK 2023-2025

Law Clerk opening for the Two-year term

Closing Date: Open until filled

Office: Worcester County Circuit Court, The Honorable Brian D. Shockley

Salary: \$53,823 Non-Bar Member

\$59,794 Bar Member in any State

FLSA Status: Exempt

Position Type: Regular/Temporary, Full Time, At-Will

Financial Disclosure: No

Essential Functions: The Court is hiring two law clerks, one of which will work primarily with our Family Law Judge and the other with general jurisdiction judges beginning in August, 2023. The law clerk provides legal support to the Judge, including legal research, review and processing of chamber's work, preparation of write-ups for motions and court proceedings, attend court proceedings as necessary, preparation of memoranda, orders and opinions, and perform other duties as assigned.

Education: Currently enrolled in an ABA-accredited law school or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

Preferred: Prior legal research and writing experience.

Skill/Abilities: Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work such as filing and recording information. Knowledge of computer hardware and software. Excellent organizational and time management skills. Ability to perform legal research. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please send resume, two writing samples (one long and one short), transcript (official or unofficial) and references to Billie Dee Wells at Billiedee.wells@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristics protected by State or Federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.